Job Title & Series: IT Project Master Scheduler & Controller, GS-301	**Job Announcement Number:** 9870-12
Grade & Salary Range: GS-13: $86,260 - $112,136 *Full performance level: GS-13*	**Opens:** 03/01/2012 **Closes:** 03/14/2012 *(Applications must be received by 11:59 p.m. Pacific Time)*
Anticipated number of positions to be filled: More than one position to be filled.	**Location:** Portland, OR *Federal transfer relocation is not available for this position.*
Type of Position: This is a Permanent position with a full-time work schedule.	**Organization:** Internal Business Services / Information Technology / IT Project Management (NJP)

Benefits: BPA offers a comprehensive benefits package. http://www.jobs.bpa.gov/Benefits/

Eligibility

Applications will be accepted from current and former competitive service Federal employees, and those eligible under special hiring authorities. Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

About BPA

The Bonneville Power Administration has been powering people and careers for nearly 75 years. We are a non-profit federal agency that provides clean, emissions-free electricity to the Pacific Northwest and maintains a high voltage transmission system to deliver that electricity. We are a leader in sustainability and environmental stewardship, promoting energy efficiency, renewable energy, the smart grid, fish and wildlife protection and initiatives to address climate change. We are a visionary and innovative agency that values diversity and creativity and encourages continuous learning. We are located throughout the Pacific Northwest with opportunities in cities, smaller communities and rural areas. You can learn more about BPA at www.bpa.gov.

Job Summary & Major Duties

The purpose of this position is to serve as the senior IT Project Master Scheduler and Controller. The incumbent is the technical lead and expert responsible for establishing the NJ strategy for, and leading the development, implementation, and operation of, a global-level IT resource management scheduling system for tracking, monitoring, and forecasting demands to provide real-time project and portfolio information as well as 3-5 year forecasting capabilities.

The successful candidate will demonstrate experience in leading and implementing an integrated master scheduling and/or resource planning solutions in a complex IT Project Management Office. The successful candidate will have expert knowledge in IT project, program and portfolio management concepts including the interdependencies between these capabilities and the lifecycle of each.

This position is located in the IT Project Management Office (NJP) of Information Technology (NJ), Internal Business Services (N), Bonneville Power Administration (BPA). The IT Project Management Office (ITPMO) manages BPA's IT project portfolio to ensure an overall IT project delivery strategy within established budget and resource constraints. The ITPMO is responsible for predictable and transparent delivery of each IT project by employing sound project management practices and close coordination with the business lines and other IT departments. The ITPMO also establishes IT project management standards and governance and provides training and certification to IT Project Managers.

Qualifications

SPECIALIZED EXPERIENCE

1. Experience performing IT project scheduling and resource planning activities, such as contributing to the development of working schedules to illustrate and estimate sequence of work activities, loading resource

data into a master schedule, monitoring project progress and generating reports, comparing work progress to schedule and preparing forecasts, and reviewing and ensuring accuracy of resource data;

2. Applicant has led a continuous improvement initiative that matured an existing IT project management business capability; and

3. Experience applying knowledge of IT project schedule and resource control concepts, principles, and best practices to develop solutions to specific IT project scheduling and control issues or problems dealing with non-controversial, procedural, or readily observable conditions, prepare and present findings and recommendations.

In order to be rated as meeting the minimum qualifications, we must be able to determine from your application package (includes resume, cover letter and or other supporting material) that you have a minimum of **one year** of the specialized experience requirement described above. *Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.*

NOTE: Minimum Qualifications and Time-in-Grade Requirements must be met within 60 calendar days of the closing date of this announcement. Applicants must have served 52 weeks at the next lower grade level in the Federal service. To be creditable, specialized experience must have been equivalent to the next lower grade of the position to be filled.

KNOWLEDGE, SKILLS, AND ABILITIES
Your application materials will be reviewed against the knowledge, skills and abilities (KSAs) listed below to determine your qualifications.

Please describe your experience and thoroughly address the statements below within your resume, cover letter, and/or other supporting material you choose to submit. Work product examples will not be reviewed unless specifically requested. **Clearly articulating your work experience to determine the application of this knowledge, these skills or abilities through performance is critical to determining your qualifications for this position.** For more information on how to provide supporting information for KSAs, please visit http://jobs.bpa.gov/How_To_Apply/ksa.cfm.

1. **Project Control & Scheduling**: **Knowledge of IT portfolio management and project control and scheduling concepts, principles, and best practices to lead the development, implementation, and operation of a global-level IT project scheduling system**. Your application materials should describe experience and role in:
    *   Tracking, monitoring, and forecasting project schedules to provide real-time project information as well as 3-5 year forecasting capabilities; and
    *   Developing and maintaining IT project master schedules, including participating in development of an IT project scheduling system.

2. **Skill in Process Improvement and Organizational Change Management**: **Knowledge of, and ability to apply the concepts, methods, tools, and techniques of business process management, reengineering, continuous process improvement, and change management in support of an IT Project Management Office (PMO)**. Your application materials should describe experience leading business process reengineering, continuous improvement, and organizational change management initiatives, including the introduction of a new business capability, modification of existing business capability, or leading a continuous improvement initiative and the level of operational impact involved.

3. **Expert advisory services** – **Knowledge of IT project scheduling concepts, principles, and best practices to provide authoritative advisory services to management applicable to identifying, assessing, and developing recommendations to resolve IT project scheduling and resource control issues and problems**. Your application materials should describe and demonstrate experience:
    *   Identifying and investigating specific IT project scheduling and/or resource issues and developing and presenting IT project scheduling and/or resource planning solutions;
    *   Planning, coordinating, and conducting studies of broad IT project scheduling and resource issues, practices, or policies, preparing analysis of alternative approaches and strategies, and developing and presenting policy, systems, and procedural recommendations; and
    *   Participating in or leading the development of processes, policies, or strategies related to IT project scheduling and resource planning.

SECURITY & SUITABILITY
The sensitivity level of this position is designated as 'Low Risk – Nonsensitive', which requires that the selectee pass a National Agency Check with Inquiries (NACI) personnel investigation and receive a favorable suitability

determination. For more information please visit: http://jobs.bpa.gov/How_To_Apply/faqs.cfm#18

Application Package Checklist

☐ Resume, cover letter, and/or other supporting material you choose to submit that fully describe your education and experience. Application must contain sufficient information to determine eligibility for the position. **Applications must include the following information:**
   o Job Announcement number, title, and grade
   o Full legal name, mailing address, contact telephone number and email address
   o **Country of citizenship** (SSN or other ID is not requested at this time)
   o High school attended which includes name of high school and location.
   o Employment history including unpaid positions with job title, grade (if Federal), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year)**,** salary, and hours worked per week. Explain any gaps in employment.
   o Indication if we may contact your current supervisor.
   o List of other job-related training, skills, certificates and licenses, recognition, professional memberships, publications, leadership activities, or other relevant information.
   o Grade level(s) for which you are applying.
☐ If you are applying as a reinstatement or status candidate from another Federal agency, please include a copy of your most recent Standard Form (SF)-50, Notification of Personnel Action.
☐ VETERANS: To be considered for VEOA or VRA consideration, a copy of your DD-214 (Member 4) is required. 10-point veterans must also provide a copy of their SF-15 and associated documentation
☐ All applicants are encouraged to complete and submit the attached Applicant Source and Ethnicity and Race form.

How to Submit Your Application

Applications may be emailed, faxed or mailed. Due to security requirements, we only accept hand-delivered application from individuals who currently have badge access to the building.
   ➢ **Email to: jobs@bpa.gov** with the Job Announcement Number in the subject line and on any attachments.
   ➢ **Fax to:** 503-230-3149
   ➢ **Send via US Mail to:** Bonneville Power Administration, ATTN: Human Capital Management, NHQ-1, PO Box 3621, Portland, OR 97208-3621.

You will be notified via email to confirm receipt of your application package. *Applicants should retain a copy of their application as BPA does not return applications or provide copies.* For more information on the hiring process, please refer to: http://jobs.bpa.gov/How_To_Apply/whathappens.cfm.

Additional Information

Veterans Information: http://www.usajobs.gov/vi

Career Transition Assistance Program/Interagency Career Transition Assistance Program (CTAP/ICTAP): Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. **Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.**   For additional information please refer to http://www.opm.gov/ctap/

EEO Policy Statement: http://www.usajobs.gov/eeo

Reasonable Accommodation Policy Statement: http://www.usajobs.gov/raps

Legal and Regulatory Guidance: http://www.usajobs.gov/lrg

Forms Availability: All application materials may be obtained by calling 503-230-3230, or 1-877-975-4272 or visiting: http://www.jobs.bpa.gov .

Applicant Source Form

The Bonneville Power Administration's Human Capital Management office has an ongoing process improvement objective associated with recruitment and outreach strategies. In order for us to assess the effectiveness of our current advertising and Recruitment efforts, please identify how you learned about this job by marking the appropriate box below:

Vacancy Announcement Number	Position Title, Series, Grade

☐ **BPA Website**

☐ **USAJOBS Website**

☐ **Job Board** (CareerBuilder, Craigslist, Employment Dept, etc.)
(please specify): _____

☐ **Industry Website or Event** (National Institute of Government Purchasers, GreenDrinks, etc.)

(please specify): _____

☐ **Social Media Website** (Facebook, LinkedIn, etc.)
(please specify): _____

☐ **Career Fair** (campus events, community event)

(please specify): _____

☐ **BPA employee**

☐ **Other (please specify):** _____

U.S. Office of Personnel Management Guide to Personnel Data Standards	**ETHNICITY AND RACE IDENTIFICATION** (Please read the Privacy Act Statement and instructions before completing form.)

Name (Last, First, Middle Initial)

Agency Use Only

Privacy Act Statement

Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation.

This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U. S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.

Specific Instructions: The two questions below are designed to identify your ethnicity and race. **Regardless of your answer to question 1, go to question 2.**

Question 1. Are You Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)
☐ Yes ☐ No

Question 2. Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box. Check as many as apply.

RACIAL CATEGORY (Check as many as apply)	DEFINITION OF CATEGORY
☐ American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
☐ Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
☐ Black or African American	A person having origins in any of the black racial groups of Africa.
☐ Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
☐ White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.